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TO: State Agencies
FROM: OA/Accounting
DATE: June 18, 2003
SUBJECT: Accelerated Fixed Asset Fiscal Year End Deadlines

The current fixed asset depreciation balances in SAM II are inaccurate due to program problems with the calculation of depreciation. We have received software changes from AMS to address this issue. The changes affect the processing requirements for the Fixed Asset Modification document (FC), Fixed Asset Depreciation Field Changes table (FADF), Manual Depreciation table (MDEP) and the program that calculates depreciation. In order to correct the depreciation balances for FY 2003 and improve the FY 2004 processing, we will need to apply these changes before the baseline depreciation job is run for June. This will entail removing the current depreciation balances and recalculating depreciation. To accomplish this, it is necessary to stop all fixed asset document processing at the close of business on June 20, 2003.

Security and processing ability will be removed for all fixed asset related documents (FA, FB, FC, FD, FS, and FT), as well as inquiry access for Fixed Asset History (FHIS) and Fixed Asset Type (FATP) tables at 6:00 p.m. on June 20, 2003 for the remainder of the fiscal year.

The software changes will allow for a more straightforward method for corrections that need to be made within the fixed asset subsystem, certain journal vouchers to be created automatically, and calculation of depreciation to be more accurate. Also, to assist in making subsystem corrections more consistent, we are permanently removing access and security for the Fixed Asset Betterment document (FB). All fixed asset betterments will now be handled through the system generated Fixed Asset Acquisition document (FA) regardless if purchased from the same fund or a different fund.

All FC and FB documents not in ACCPT status on the Suspense File (SUSF) at 6:00 p.m. on June 20, 2003 will be deleted. The FC document layout is changing. FC documents deleted from SUSF will be recreated with the new layout and loaded to SUSF for agencies to process in July. FB documents will have to be resubmitted using the FA. Any FA documents not in ACCPT status on SUSF **will not** be deleted. Any FD, FS, and FT documents three months old or older will be deleted during the SAM II Financial Quarterly SUSF clean up. Documents not deleted will remain on SUSF for agencies to process when SAM II comes back up in July.

In addition, changes will need to be made to the data model for the Data Warehouse REF_FADF table and all existing records will be removed from the table. Due to the inaccuracies in the current depreciation balance existing in the Data Warehouse on LED_F_A_DEPREC table, these records will also be removed. When the new amounts are calculated, the tables will be updated with the correct amount of accumulated depreciation for prior fiscal years using a June 30, 2002 date and the current year depreciation using a June 30, 2003 date.

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A memo will be following with more details regarding the revised procedures that need to be followed when making changes to fixed asset records within the fixed asset subsystem for fiscal year 2004 and future years. Policies and procedures are also being updated to reflect these changes.

We realize that this is very short notice for changing the deadline for fixed asset related documents and appreciate your assistance in accelerating the processing of these documents. The earlier cutoff date is critical so that system changes can be made over the weekend and not jeopardize system availability for the remainder of the fiscal year or delay the startup of FY04 processing.

Your understanding and cooperation in allowing us to make these enhancements possible is appreciated.

As a reminder, the system will be unavailable on Sunday June 22, 2003 from 7:00 a.m. to 12:00 p.m. (noon) for fixed asset maintenance.